



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

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General Position Information

Job Title: 18552- Information Sharing & Safeguarding Officer- GS-13

Salary Range: \$64,650 - \$119,794

Vacancy Open Period: Enter 06/23/2016 – 07/21/2016

Position Type: Cadre

Who May Apply: Internal ODNI Candidates

Division: NCTC/ODSI

Duty Location: McLean, VA

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Position Information

This is an opportunity for:

- An internal candidate to fill a GS-13cadre position.

Who May Apply

For a cadre assignment:

- Current ODNI cadre.
- Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)

Current GS employees at the same grade or up to two grades lower than the advertised position grade may apply.

Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.

Component Mission

The National Counterterrorism Center (NCTC) leads our nation's effort to combat terrorism at home and abroad by analyzing the threat, sharing that information with our partners, and integrating all instruments of national power to ensure unity of effort. The Center serves as the primary organization in the United States Government (USG) for analyzing and integrating all intelligence possessed or acquired by the USG pertaining to terrorism and counterterrorism, and its Director serves as the Counterterrorism Mission Manager. NCTC also serves as the central and shared knowledge



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bank on known and suspected terrorists and international terrorist groups, as well as their goals, strategies, capabilities, and networks of contacts and support. In addition, NCTC conducts strategic operational planning for counterterrorism activities, coordinating and integrating the efforts of departments and agencies across the Federal Government.

Major Duties and Responsibilities (MDRs)

- Implement programs, policies, and procedures that result in the effective sharing of information across the Government while protecting Intelligence and Law Enforcement sources and methods, operational equities, and U.S. persons' privacy.
- Assist in the evaluation of the potential impact of obstacles to information flow across the Intelligence Community (IC) and collaborate with policy analysts and IC partners to implement policy and process improvements.
- Support the planning of solutions to intelligence access issues experienced by departments throughout the IC and U.S. Government.
- Exchange information throughout the IC and to non-traditional customers by balancing the responsibility-to-provide principle with the need-to-know standard as defined by existing policies, laws, and regulations.
- Write Memorandums of Understanding establishing information sharing agreements with these components sourced from defined agreements.
- Ensure that customers' needs are met and that information is timely.
- Continually expand personal expertise with regard to the development and implementation of information sharing tools, technology, plans, and policies to facilitate the cooperation and effective coordination of the Office of the Director of National Intelligence (ODNI), the IC, and other U.S. Government agencies.
- Collaborate on inter-agency and cross-directorate internal information sharing policies, guidelines, and procedures, and/or broker information sharing agreements with external entities.
- Engage in interagency information sharing activities and programs by coordinating and integrating the competing requirements and priorities of multiple stakeholders, to include planning and participating in interagency meetings.
- Prepare briefings and reports for presentations to NCTC leadership, senior policymakers, IC members, and other intelligence consumers in a manner that meets their specified requirements.

Mandatory Requirements

- Thorough knowledge of information sharing theory, policies, procedures, and technologies, as well as thorough knowledge of how to develop and facilitate the implementation of those mechanisms.
- Ability to communicate clearly, orally and in written reports and documents, policies, plans, and programs related to improving information sharing across the U.S. Government.



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- Ability to objectively evaluate U.S. Government and interagency information sharing policies and plans, taking into account a diverse and complex range of considerations in performing the evaluations.

Desired Requirements

None.

Key Requirements and How To Apply

Internal ODNI Candidates:

A complete application package must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_C_WMA@dni.ic.gov (classified email system) or Recruitment_TeamC@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to saksdav@dni.ic.gov (*David S.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application MUST be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package ONLY, you may call 703-275-3955.

What To Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.



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Agency Contact Information

ODNI Recruitment; Phone: 703-275-3955; Email: Recruitment_TeamC@dni.gov

Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI-EEOD-RA-ACF@exchange.cia.ic.gov, by unclassified email at DNI-EEOD@dni.gov, by telephone at 703-874-8360, by TTY at 703-874-8554, or by FAX at 703-874-8651. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**